

**United Kingdom-Glasgow: Cleaning services**

OJ S 75/2014 16/04/2014

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: The Wheatley Housing Group

Postal address: Wheatley House, 25 Cochrane Street

Town: Glasgow

Postal code: G1 1HL

Country: United Kingdom

For the attention of: June Baxter

E-mail: [june.baxter@wheatley-group.com](mailto:june.baxter@wheatley-group.com)

Telephone: +44 1412746488

**Additional information can be obtained from:**

the abovementioned address

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**

the abovementioned address

**Tenders or requests to participate must be submitted:** the abovementioned address**I.2. Type of the contracting authority**

Body governed by public law

**I.3. Main activity**

Housing and community amenities

**I.4. Contract award on behalf of other contracting authorities**

The contracting authority is purchasing on behalf of other contracting authorities: no

**Section II: Object of the contract**

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**II.1. Description****II.1.1. Title attributed to the contract by the contracting authority**

Office Cleaning and Associated Services.

**II.1.2. Type of contract and place of performance or delivery**

Services

Service category No 27: Other services

NUTS code UKM34 Glasgow City

**II.1.3. Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

**II.1.4. Information about framework agreement**

Framework agreement with several operators

Maximum number Envisaged maximum number of participants to the framework agreement  
: 3

**Duration of the framework agreement**

Duration in months: 12

**Estimated total value of purchases for the entire duration of the framework agreement**

Estimated value excluding VAT:

Range: between 800 000 and 1 000 000 GBP

**II.1.5. Short description of the contract or purchase(s)**

Cleaning services. Accommodation, building and window cleaning services. Accommodation cleaning services. Office cleaning services. The Wheatley Housing Group intends to enter into a Framework arrangement for the provision of office & window cleaning service for their local housing offices and sheltered housing sites. The Framework will be in two Lots, one for office cleaning, the other for cleaning sheltered & very sheltered sites. The Services to be included within the new contract for WHG's offices and buildings, including sheltered and very sheltered housing accommodation, is as follows: Office Cleaning; Kitchen Cleaning; Furniture & Fitting Cleaning; Toilet & Shower Cleaning; Window Cleaning (where applicable); Carpet Cleaning, when required; Deep cleans, when required; Ad-hoc, one-off cleaning, when required. The contract will be based on the Wheatley Housing Group's General Conditions of Contract for Services. Supplementary information about the contract and its main provisions are as set out in the contracting authority's pre-qualification questionnaire which will be provided to applicants who submit a request to participate.

More detailed information will be presented in the tender documentation/ descriptive documents which will be issued to those organisations that are selected to be invited to tender.

**II.1.6. CPV code(s)**

90910000 Cleaning services, 90911000 Accommodation, building and window cleaning services, 90911100 Accommodation cleaning services, 90919200 Office cleaning services

**II.1.7. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: yes

**II.1.8. Lots**

This contract is divided into lots: yes

Tenders may be submitted for one or more lots

**II.1.9. Information about variants**

Variants will be accepted: no

**II.2. Scope of the procurement**

**II.2.1. Total quantity or scope**

The estimated amount of this contract is between GBP 800,000 and GBP 1 million. The contract will be in two Lots, one for office cleaning, the other for cleaning sheltered & very sheltered sites. The Services to be included within the new contract for WHG's offices and buildings, including sheltered and very sheltered housing accommodation, is as follows: Office Cleaning; Kitchen Cleaning; Furniture & Fitting Cleaning; Toilet & Shower Cleaning; Window Cleaning (where applicable); Carpet Cleaning, when required; Deep cleans, when required; Ad-hoc, one-off cleaning, when required.

**II.2.2. Information about options**

Options: yes

Description of options: The initial duration of the contract will be for 1 years with an option to extend for a period of 1 further year.

### **II.2.3. Information about renewals**

#### **II.3. Duration of the contract or time limit for completion**

Duration in months: 12 (from the award of the contract)

Information about lots

Lot No: 1

Lot title: Cleaning services at Wheatley Group's offices

##### **1) Short description**

The provision of an office and window cleaning service for main offices and local housing offices within the Wheatley Group.

##### **2) CPV code(s)**

90910000 Cleaning services, 90911100 Accommodation cleaning services, 90919200 Office cleaning services, 90911000 Accommodation, building and window cleaning services

##### **3) Quantity or scope**

The provision of an office and window cleaning service for local housing offices including: Office Cleaning; Kitchen Cleaning; Furniture & Fitting Cleaning; Toilet & Shower Cleaning; Window Cleaning (where applicable); Carpet Cleaning, when required; Deep cleans, when required; Ad-hoc, one-off cleaning, when required.

##### **4) Indication about different time frame or duration**

Duration in months: 12 (from the award of the contract)

##### **5) Additional information about lots**

The initial duration of the contract will be for 1 years with an option to extend for a period of 1 further year.

Lot No: 2

Lot title: Cleaning services at Wheatley Group's Sheltered & Very Sheltered sites

##### **1) Short description**

The provision of a cleaning and window cleaning service for Wheatley Group's Sheltered & Very Sheltered sites within the Wheatley Group.

##### **2) CPV code(s)**

90919200 Office cleaning services, 90910000 Cleaning services, 90911000 Accommodation, building and window cleaning services, 90911100 Accommodation cleaning services

##### **3) Quantity or scope**

The provision of a cleaning and window cleaning service for Sheltered & Very Sheltered sites: Office Cleaning; Kitchen Cleaning; Furniture & Fitting Cleaning; Toilet & Shower Cleaning; Window Cleaning (where applicable); Carpet Cleaning, when required; Deep cleans, when required; Ad-hoc, one-off cleaning, and any specialist cleaning as required.

##### **4) Indication about different time frame or duration**

Duration in months: 12 (from the award of the contract)

##### **5) Additional information about lots**

The initial duration of the contract will be for 1 years with an option to extend for a period of 1 further year.

**III.1. Conditions related to the contract**

**III.1.1. Deposits and guarantees required**

To be specified within the contract documents.

**III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them**

To be specified within the contract documents.

**III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded**

To be specified within the contract documents.

**III.1.4. Contract performance conditions**

The performance of the contract is subject to particular conditions: yes

Description of particular conditions: The suppliers and their supply chain will be required to actively participate in the achievement of social, environmental and/or sustainability policy objectives relating to community benefits and supply chain initiatives. Accordingly, contract performance conditions and evaluation criteria may relate in particular to social and environmental considerations. Details will be set out in the contract documents.

**III.2. Conditions for participation**

**III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions: In accordance with Articles 45 to 52 of Directive 2004/18 /C and Regulations 23 to 26 of the Public Contracts (Scotland) Regulations 2006 and as set out in the Contracting Authorities Prequalification Questionnaire which will be provided to applicants who submit a request to participate.

**III.2.2. Economic and financial ability**

List and brief description of conditions: Information and formalities necessary for evaluating if requirements are met: Details will be set out in the Pre-Qualification Questionnaire which will be provided to applicants who submit a request to participate.

Minimum level(s) of standards possibly required: Applicants will require to meet the minimum standards of economic and financial standing as set out in the pre-qualification questionnaire.

Minimum insurance requirements are:

- employers liability: 10 000 000 GBP minimum requirement,
- public and products liability: 10 000 000 GBP minimum requirement,
- professional indemnity: 5 000 000 GBP minimum requirement.

**III.2.3. Technical and professional ability**

List and brief description of conditions:

Details will be set out in the Pre-Qualification Questionnaire which will be provided to applicants who submit a request to participate.

Minimum level(s) of standards possibly required:

Details will be set out in the Pre-Qualification Questionnaire which will be provided to applicants who submit a request to participate.

**III.2.4. Information about reserved contracts**

### **III.3. Conditions specific to services contracts**

#### **III.3.1. Information about a particular profession**

Execution of the service is reserved to a particular profession: no

#### **III.3.2. Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract: no

## **Section IV: Procedure**

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### **IV.1. Type of procedure**

#### **IV.1.1. Type of procedure**

Restricted

#### **IV.1.2. Information about the limits on the number of candidates to be invited**

Envisaged minimum number 5: and Maximum number 8

Objective criteria for choosing the limited number of candidates: The contracting authority will score responses to the pre-qualification in accordance with the methodology therein in order to identify the ranking of applicants. The eight organisations / consortia who have achieved the highest scores (subject to their having achieved the minimum score of 60) will be selected to be invited to tender.

#### **IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue**

### **IV.2. Award criteria**

#### **IV.2.1. Award criteria**

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **IV.2.2. Information about electronic auction**

An electronic auction will be used: no

### **IV.3. Administrative information**

#### **IV.3.1. File reference number attributed by the contracting authority**

C444

#### **IV.3.2. Previous publication concerning this procedure**

no

#### **IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document**

Payable documents: no

#### **IV.3.4. Time limit for receipt of tenders or requests to participate**

12.5.2014 - 12:00

#### **IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

#### **IV.3.6.**

**Languages in which tenders or requests to participate may be submitted**  
English.

#### **IV.3.7. Minimum time frame during which the tenderer must maintain the tender**

#### **IV.3.8. Conditions for opening of tenders**

### **Section VI: Complementary information**

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#### **VI.1. Information about recurrence**

This is a recurrent procurement: no

#### **VI.2. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds:  
no

#### **VI.3. Additional information**

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement, and the contract will be awarded on the basis of the most economically advantageous tender. The pre-qualification questionnaire must be completed and submitted electronically using the delta-esourcing web portal.

Suppliers must read through this set of instructions and follow the process to respond to this opportunity. The information and/or documents for this opportunity are available on <https://www.delta-esourcing.com/delta>. You must register on this site to respond, if you are already registered you will not need to register again, simply use your existing username and password. Please note there is a password reminder link on the home page. Suppliers must log in and add the following access code: 6DE2U938JZ. Please ensure you follow any instruction provided to you here.

The deadline for submitting your response is 12:00 noon on the date set out in IV.3.4 above. Please ensure that you allow yourself plenty of time to upload your documents when responding to this invitation prior to the closing date and time.

If you experience any technical difficulties please contact the Delta eSourcing Helpdesk on +44 8452707050 or email [helpdesk@delta-esourcing.com](mailto:helpdesk@delta-esourcing.com).

Suppliers shall be aware that the date referred to in IV.3.5 is a best estimate only at the time of dispatch of this notice and the contracting authority reserves the right to alter such date. The contracting authority reserves the right not to award any contract as a result of the procurement process initiated by this notice and in such an event will not be liable for any costs incurred by any party.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://www.delta-esourcing.com/tenders/UK-UK-Glasgow:-Cleaning-services./6DE2U938JZ>

To respond to this opportunity, please click here:

<https://www.delta-esourcing.com/respond/6DE2U938JZ>

GO Reference: GO-2014411-PRO-5599973

#### **VI.4. Procedures for review**

##### **VI.4.1. Review body**

##### **VI.4.2. Review procedure**

Precise information on deadline(s) for review procedures: The contracting authority will incorporate a minimum of a 10 calendar day standstill period once the award of the contract is

communicated to tenderers. This period allows unsuccessful tenderers to seek further debriefing from the contracting authority before the contract is entered into. Applicants can make a written request for de-brief information and the this information must be provided within 15 days of this written request being received. Such additional information should be requested from the address in I.1. If an appeal regarding the award of contract has not been successfully resolved, ThePublic Contracts (Scotland) Regulations 2012 (SSI 2012/88) provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the Sheriff Court or Court of Session. Any such action must be brought promptly (generally within 30 days).

**VI.4.3. Service from which information about the review procedure may be obtained**

**VI.5. Date of dispatch of this notice**

11.4.2014